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**POSITION ANNOUNCEMENT  
TRANSPORTATION PROGRAM COORDINATOR**

*(Open/Promotional  
Internal/External)*

**SALARY AND BENEFITS:** \$3621 to \$4411 per month plus \$460 Cafeteria Health Benefit Plan; Retirement Plan with an additional 7% District contribution; Paid Vacation, Holidays, Sick Leave, Life Insurance, and Disability.

**APPLICATION DEADLINE:** Applications will be accepted until **5:00 P.M. on Thursday, November 21, 2002.**

The Mojave Desert Air Quality Management District is recruiting for a Transportation Program Coordinator, performing under administrative direction, to plan, organize and coordinate all aspects of mobile source emissions reduction and related grant programs. This position develops and implements transportation control measures in coordination with other governmental agencies and offers assistance to small businesses in issues of air quality compliance.

The District, headquartered in Victorville, provides air quality compliance, engineering, and monitoring for the Mojave Desert Air Basin.

**Education and Experience:**

Any combination of education and experience that would provide the required knowledge, skills and abilities required for performing the Transportation Program Coordinator position. A typical way to obtaining the required qualification is the possession of a bachelor's degree from an accredited college or university preferably with a major in a related field to contract management (e.g. business or public administrations, political science, regional planning, urban development, transportation, environmental planning or environmental science). Knowledge and ability to organize, coordinate and manage all aspects of mobile source emissions reduction programs, including but not limited to: soliciting proposals for the grant programs, estimating emission reductions and assessing project eligibility, serving as staff liaison to the Board-appointed committee for these programs; and performing contract implementation, compliance and evaluation. Knowledge and ability to prepare professionally written documents, to organize and prioritize work; understanding and follow oral and written instructions; deal tactfully and courteously with the public in person and by phone and establish and maintain effective working relationships with others. Experience in the public sector is preferred.

**THE EXAMINATION:**

It is anticipated that the selection process will consist of a review of application materials submitted, including the applicants' responses to a detailed supplemental questionnaire. The most competitively qualified applicants will be invited to participate in any other examination processes. Applicants will be evaluated on their overall background for this job, ability to follow the instructions outlined in the application package, and completeness and accuracy in their responses.

If you require special accommodation due to a disability, please contact our office at (760) 245-1661 for assistance.

**Application Process:** Applications will be accepted at the District's Administrative Services office located at 14306 Park Avenue, Victorville, CA 92392-2310. Faxes and/or copies of the District application form **are not** acceptable. A resume **will not** be accepted in place of a completed original Mojave Desert AQMD application form. A resume may not be attached as a substitute for completing any section of the application. The District must receive all application materials no later than the day and time specified at **APPLICATION DEADLINE** outlined on this announcement.

**Eligibility Lists:** A list of qualified applicants will be established in descending order of score or rank resulting from the evaluation or examination process. Candidates' names may remain on an eligibility list for six months unless otherwise indicated. Eligibility Lists may be extended under special circumstances.

**Medical Examination:** Conditional offers of employment are made with the understanding that candidates must pass a medical examination. Failure to meet medical standards may result in termination or withdrawal of appointment if employed prior to completion of the District's medical examination.

**Immigration Law:** At the time of hire, District employees must meet the documentation requirements of the Immigration Reform and Control Act of 1986.

**Probationary Period:** All regular District employees must satisfactorily complete a probationary period of six months. Upon promotion, employees must complete a new probationary period.

**Note:** The Director of Administrative Services may specify the number of applicants to be qualified in the evaluation or examination or any part of any recruitment. The Director of Administrative Services may amend, revise or terminate any part of this recruitment, or the entire recruitment, without further notice.

**LICENSE:** Possession of a valid California Class "C" driver's license.

**APPLY TO:** Mojave Desert Air Quality Management District  
Administrative Services  
Attn: Ms. Jean Bracy  
14306 Park Avenue  
Victorville, CA 92392-2310

This position announcement is descriptive only and does not constitute an employment contract expressed or implied.



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**SUPPLEMENTAL QUESTIONNAIRE**  
**For the position of**  
**TRANSPORTATION PROGRAM COORDINATOR**

This Supplemental Questionnaire constitutes a form of written test and must be submitted in order to participate in the selection process. Your responses will be evaluated not only on how you meet the education and experience requirements of the job, but also on how well you demonstrate possession of the other required knowledge and abilities that are listed in the posting (such as the ability to prepare professional written documents). Be sure to respond completely to each question; do not simply refer to your application or resume.

Your responses must be submitted in typed or computer-generated format; handwritten responses are not acceptable. Number your responses to correspond to the question numbers, and try to limit your responses to one page or less per question. Your responses must be submitted with your AQMD application, or your application will be considered incomplete and you may be disqualified from further consideration. Only those who demonstrate in their application materials that they are the most competitively qualified will be advanced to the next step of the examination process.

For each portion of experience cited, include sufficient detailed information to clarify the duties you actually performed and identify your title, assigned unit and the dates you performed these duties.

**QUESTIONS:** (try to limit your responses to one page or less per question)

1. Please provide a complete, but concise overview of how you meet the education and experience requirement for this position.
2. Describe, in detail, your experience in the following areas, and the length of time that you performed these duties, and for what employer you were working at the time:
  - Preparing, managing and evaluating multiple (2 or more) party contracts.
  - Preparing, managing and evaluating grant applications or projects.
3. Provide specific examples of formal written reports, surveys, analyses, rules, guidelines and/or other materials you have developed on the job. Provide enough detail that it is clear what the purpose of the document was and for whom (or for what use) it was developed.